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<p>Approved For Release : CIA-RDP70-00211R000100290016-1</p> <p>REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE FROM O&M SERVICE</p>		<p>PROJECT NUMBER</p>				
		<p>TYPE OF PROJECT</p> <p><input type="checkbox"/> Survey <input type="checkbox"/> System</p> <p><input type="checkbox"/> Specific Problem</p>				
<p>ORGANIZATIONAL COMPONENT REQUESTING SERVICES</p>		<p>DATE OF REQUEST</p>				
<p>ELEMENTS OF PROJECT</p> <p><input type="checkbox"/> (1) Organization <input type="checkbox"/> (3) Procedures <input type="checkbox"/> (5) Work Measurement <input type="checkbox"/> (7) System & Equipment</p> <p><input type="checkbox"/> (2) Staffing <input type="checkbox"/> (4) Reporting <input type="checkbox"/> (6) Records & Files <input type="checkbox"/> (8) Staff Study</p>						
<p>TITLE OF PROJECT</p> <p>Survey of Cable Distribution, Logging, Reference and Copy Retention Requirements</p>						
<p>BRIEF DESCRIPTION OF PROJECT</p> <p>Conduct an Agency-wide survey of cable distribution, logging, reference and copy retention requirements in order to recommend actions regarding:</p> <p>a. Eliminating the reproduction, distribution, logging and storing of unnecessary copies of cables;</p> <p>b. Simplifying and standardizing logging procedures; and</p> <p>c. Establishing the reference requirements and determining how, what and where copies of cables should be retained.</p> <p>CONCURRENCE:</p> <p><u>Deputy Director (Intelligence)</u></p>						
<p>FOR USE OF REQUESTING OFFICE</p>		<p>FOR USE OF O&M SERVICE</p>				
<p>TIMING CONSIDERATION (starting date desired & condition of urgency, if any)</p>		<p>NAME OF ANALYST DEVELOPING PROJECT</p>				
		<p>ESTIMATED MAN DAYS REQUIRED</p> <table border="1"><tr><td>Analyst</td><td>Clerical</td><td>Total</td></tr></table>		Analyst	Clerical	Total
		Analyst	Clerical	Total		
<table border="1"><tr><td>STARTING DATE APPROVED</td><td>TARGET DATE</td></tr></table>		STARTING DATE APPROVED	TARGET DATE			
STARTING DATE APPROVED	TARGET DATE					
<p>NAME, TITLE & SIGNATURE OF REQUESTOR</p>		<p>ASSISTANT MANAGEMENT OFFICER</p>				
		<p>MANAGEMENT BOARD APPROVAL</p>				
<p>OTHER APPROVAL, IF REQUIRED</p>		<p>DATE OF MANAGEMENT BOARD ACTION</p>				
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<p>Approved For Release : CIA-RDP70-00211R000100290016-1</p> <p>REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE FROM O&M SERVICE</p>		<p>PROJECT NUMBER 100290016-1</p>	
		<p>TYPE OF PROJECT <input type="checkbox"/> Survey <input type="checkbox"/> System <input type="checkbox"/> Specific Problem</p>	
<p>ORGANIZATIONAL COMPONENT REQUESTING SERVICES</p>		<p>DATE OF REQUEST</p>	
<p>ELEMENTS OF PROJECT <input type="checkbox"/> (1) Organization <input type="checkbox"/> (3) Procedures <input type="checkbox"/> (5) Work Measurement <input type="checkbox"/> (7) System & Equipment <input type="checkbox"/> (2) Staffing <input type="checkbox"/> (4) Reporting <input type="checkbox"/> (6) Records & Files <input type="checkbox"/> (8) Staff Study</p>			
<p>TITLE OF PROJECT Survey of Cable Distribution, Logging, Reference and Copy Retention Requirements</p>			
<p>BRIEF DESCRIPTION OF PROJECT</p> <p>Conduct an Agency-wide survey of cable distribution, logging, reference and copy retention requirements in order to recommend actions regarding:</p> <ul style="list-style-type: none">a. Eliminating the reproduction, distribution, logging and storing of unnecessary copies of cables;b. Simplifying and standardizing logging procedures; andc. Establishing the reference requirements and determining how, what and where copies of cables should be retained. <p>CONCURRENCE:</p> <p>Deputy Director (Intelligence)</p>			
<p>FOR USE OF REQUESTING OFFICE</p>		<p>FOR USE OF O&M SERVICE</p>	
<p>TIMING CONSIDERATION (starting date desired & condition of urgency, if any)</p>		<p>NAME OF ANALYST DEVELOPING PROJECT</p>	
		<p>ESTIMATED MAN DAYS REQUIRED Analyst Clerical Total</p>	
		<p>STARTING DATE APPROVED TARGET DATE</p>	
<p>NAME, TITLE & SIGNATURE OF REQUESTOR</p>		<p>ASSISTANT MANAGEMENT OFFICER</p>	
		<p>MANAGEMENT BOARD APPROVAL</p>	
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